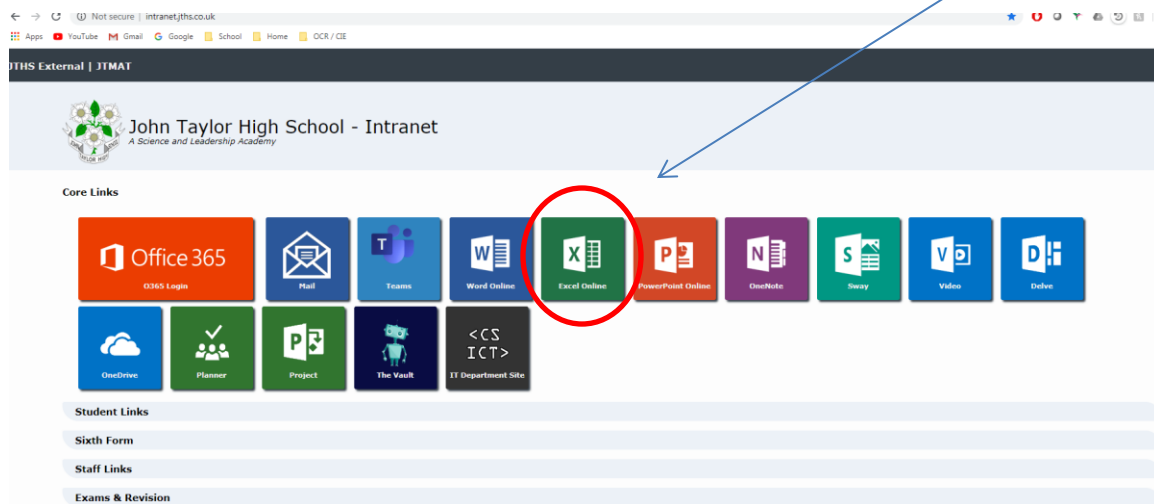


BTEC IT transition work – week 2

This week, I am asking you to create a spreadsheet for a specific scenario. You will be using Excel online. To access this, visit <https://intranet.jths.co.uk> and click on "Excel online"



You may need to sign in. Use your normal school account details.

Now click on "New blank workbook".

First of all watch this simple YouTube video that explains how to carry out basic arithmetic using Excel. If you are confident with Excel, you can skip this (but only if you are confident!)

<https://www.youtube.com/watch?v=Jl0Qk63z2ZY>

Task

I run a business that sells widgets. I have the following data about by sales for the last week.

Widget Code	Cost per widget	Number sold this week
AB243	£1.50	17
C345	£0.99	120
F4534	£2.78	55
DE4987	£6.50	28
ZZ3445	£8.99	31

- Enter the above data into your Excel document

- Use Excel to work out the answers to all of the following questions by entering formula or functions :
 - How many widgets did I sell in total this week? (Add up the 3rd column)
 - How much income did I make for each widget this week? (Multiply the 2nd column by the 3rd column for each row).
 - How much money did I make overall this week (add up your answers to the last question)?

- See if you can also work out the following : (this is optional, don't worry if you struggle)
 - I pay 10% tax on all of my sales. Work out what tax I should pay.
 - This data is for a week. How much income would I earn and how much tax would I have to pay over a year (52 weeks)?
 - What is the average cost for a widget? (the average of the prices in the second column).

When you have finished or got as far as you can, share your spreadsheet with me. Click on **File > Share** and share this with me by entering my name/email address.

If you have any queries or problems, please email g.craddock@jths.co.uk